

October 5, 2010  
**ADDENDUM**

TO

THE REQUEST FOR PROPOSALS  
FOR  
BUSINESS AND OPERATIONS PLANNING CONSULTING SERVICES

ISSUED SEPTEMBER 24, 2010

BY THE

FORT MONMOUTH ECONOMIC REVITALIZATION PLANNING AUTHORITY

**PLEASE TAKE NOTICE: Sealed proposals are due on Friday October 22, 2010** at the offices of the Fort Monmouth Economic Revitalization Authority (the “Authority” or “FMERA”)), at 2-12 Corbett Way, Eatontown, New Jersey 07724.

This **ADDENDUM** includes Request for Proposals (the “RFP”) modifications, informational attachments, written responses to questions presented in writing via e-mail and to questions presented orally at the **Mandatory Pre-Proposal Conference held on September 30, 2010**. All firms that attended the Mandatory Pre-Proposal Conference will be notified by e-mail of the availability of the Addendum. **The Addendum will be made available only at the Authority’s website: [www.nj.gov/fmera](http://www.nj.gov/fmera).**

**The Authority will accept questions related to this ADDENDUM via email only until 5:00 p.m. Eastern Daylight Time on October 8, 2010. Questions should be directed via email to:**

**[Rfq\\_rfpquestions@fmerpa.state.nj.us](mailto:Rfq_rfpquestions@fmerpa.state.nj.us)**

**A. LIST OF INFORMATIONAL ATTACHMENTS TO THIS ADDENDUM**

1. List of Attendees at the Mandatory Pre-Proposal Conference, September 30, 2010.

**B. MODIFICATIONS ISSUED BY THE AUTHORITY**

1. Refer to ATTACHMENT #5 of the RFP.

The FMERA Act, S-917 (L. 2010, c. 51), repealed that provision of the FMERPA Act which had established the requirement addressed by Attachment #5. Attachment #5 is no longer required to be submitted as part of a firm's proposal.

**C. QUESTIONS AND ANSWERS PRESENTED AT THE MANDATORY PRE-PROPOSAL CONFERENCE HELD ON SEPTEMBER 30, 2010, OR IN WRITING VIA E-MAIL**

1. **Question:** Will today's presentation be available?

**Answer:** Yes, it will be posted on the former Fort Monmouth Economic Revitalization Planning Authority's website ([www.nj.gov/fmerpa](http://www.nj.gov/fmerpa)) and the FMERA website ([www.nj.gov/fmera](http://www.nj.gov/fmera) or [www.fortmonmouthredevelopment.com](http://www.fortmonmouthredevelopment.com)).

2. **Question:** Who will be on the selection and/or evaluation committee?

**Answer:** The exact make-up of the evaluation committee has not yet been determined. However, it is expected that it will include employees from the FMERA Office and from the N.J. Economic Development Authority. Board members of FMERA will not be on the evaluation committee, since once the evaluation committee makes a selection, the FMERA Board will be presented with the selection for approval. See section 15.5 of the RFP.

3. **Question:** Have studies been done to identify energy opportunities going forward?

**Answer:** No. However, the Reuse Plan does address alternative energy considerations and extensive geothermal facilities exist at Fort Monmouth.

4. **Question:** Relative to the ongoing support until there is an accepted EDC application, is it your expectation that the work will go beyond the term of the contract and how would that be handled?

**Answer:** The Scope of Services, set forth as Attachment #1 of the RFP, calls for the consultant to provide follow-up, as required through the acceptance of the EDC Application by the Department of Defense. It is expected that acceptance of the EDC Application will occur prior to the expiration of the contract. However, the Authority has the right to extend the term of the contract for twelve (12) months as set forth in the RFP.

5. **Question:** What range is the FMERA considering for the business and operations planning fee? (*This question was submitted via email by Caroline McCarthy, HRA Advisors.*)

**Answer:** There is currently no established range for the fees to be paid by FMERA for this engagement.

6. **Question:** Could you describe how legal services necessary to support property disposal planning and implementation are or will be provided to the FMERA? Should the team for this proposal include legal services? (*Question submitted via email by Janet Smith-Heimer, BAE.*)

**Answer:** Legal services are not part of this procurement. The Authority has general counsel legal services provided by the Office of the Attorney General. In addition, the Office of the Attorney General has retained Special BRAC Counsel to provide legal services with respect to base relocation and closure matters as such issues arise.

7. **Question:** Please describe the process you envision for the Business and Operations consultant to engage in with FMERA? Will we work primarily with staff, other consultants, and governing board? Is there a public process to review the Business Plan? Other special committees? Local jurisdiction review separately from Authority? (*Question submitted via email by Janet Smith-Heimer, BAE.*)

**Answer:** The consultant will work primarily with the Authority staff, other consultants, and potentially, committees established by the Authority which may include members of the public and/or State and local officials. There is no public process to review the Business Plan required by the FMERA Act.

8. **Question:** The power point presentation for the pre-bid on this contract shows a list of services to be provided by the Planning, Architectural, Engineering, and Environmental Consultant. The second set of bullets suggests this technical team will also deal with many aspects that more typically would occur via the Business Plan...including the header of "Will provide valuations and appraisals for:" Many of the items listed are business planning decision steps. Can you clarify whether the Planning, Architecture consultant will lead these items, or support the Business Plan Consultant on these items. (*Question submitted via email by Janet Smith-Heimer, BAE,*)

**Answer:** The response to this RFP should address the tasks as described in the RFP. The Planning, Engineering, Architectural and Environmental Consultant will support the Business and Operations Plan Consultant.

9. **Question:** The RFP indicates that after the Business Plan is completed, the same consultant may continue to assist in preparing the EDC Application. However, the Cost Proposal Form lists the EDC Application as a service in this RFP, with language regarding a firm price proposal. It is difficult to anticipate the cost of the EDC application at this point in time, due to the uncertainty of the details (scale of lands for EDC, etc.). Please advise on how to reconcile future services not specified in this RFP,

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with the Cost Proposal Form? *(Question submitted via email by Janet Smith-Heimer, BAE.)*

**Answer:** The fixed fee should include all efforts within the term of the contract through acceptance of the EDC Application.

10. **Question:** On a related question, is FMERA able to provide an amount (or range) of budget available to fund this RFP? *(Question submitted via email by Janet Smith-Heimer, BAE.)*

**Answer:** See the answer to question number 5 above.

11. **Question:** Can you provide a list of the companies that were in attendance at the Pre-Proposal Conference held on September 30, 2010 in Tinton Falls? *(Question submitted via email by David Hoffman, Jones Lang LaSalle.)*

**Answer:** Yes. The list of firms who attended the Mandatory Pre-Proposal Conference is attached hereto.

12. **Question:** Has a maximum value for this contract been established or has a maximum amount of funding been determined for this contract? *(Question submitted via email by David Hoffman, Jones Lang LaSalle.)*

**Answer:** See the answer to question number 5 above.

13. **Question:** Are there any page limitations for the various components in the proposal response to this RFP? *(Question submitted via email by David Hoffman, Jones Lang LaSalle.)*

**Answer:** No.

14. **Question:** Can you provide any additional details about the selection of the contractor for this scope of work? Who will make the selection? *(Question submitted via email by David Hoffman, Jones Lang LaSalle.)*

**Answer:** See answer to question number 2 above.

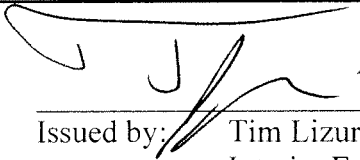
15. **Question:** Concerning the oral presentations, can you identify who will listen to the oral presentations, how they will be used in the selection and how the oral presentations should be provided by the offerors? *(Question submitted via email by David Hoffman, Jones Lang LaSalle.)*

**Answer:** Should oral interviews be held by FMERA, such oral interviews will be evaluated as part of the technical evaluation. The evaluation committee for this RFP has not been established at this time. The Authority will give guidance as to expectations and format of presentations if and when the oral interviews are scheduled.

16. **Question:** How will the various elements of the proposals be weighed during the selection? How does price compare to the firm's experience, key personnel experience and the management and organizational approach? How will a selection be made? (*Question submitted via email by David Hoffman, Jones Lang LaSalle.*)

**Answer:** All information relating to the selection process and criteria are contained in Section 15 of the RFP.

**Please, there will be absolutely no contact between our staff and you.**



Issued by: Tim Lizura  
Interim Executive Director

Date: October 5, 2010

## **ATTACHMENTS**

List of Attendees at the Mandatory Pre-Proposal Conference, September 30, 2010



**Request for Proposals for Business & Operations Planning Consultants  
Mandatory Pre-Conference Roster – September 30, 2010**

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